

Message Text

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64
ORIGIN OPR-02

INFO OCT-01 EUR-12 ISO-00 SS-15 NSC-05 SSO-00 NSCE-00 /035 R

DRAFTED BY A/O:CANGULO:EDD

APPROVED BY A/O:LRHUNT

WH - BCAVANEY

WH - WGULLEY

NSC - RGATES

S - JBREMER (SUB)

S/S-O: MMTANNER

DESIRED DISTRIBUTION

NO-DISTRIBUTION-OUTSIDE OF A/O; EUR; S; S/S; AND WHITE HOUSE
FOR ADVANCE OFFICE AND NORMAL EUROPEAN TRIP DISTRIBUTION

----- 069065

O 160240Z JUL 75 ZFF4

FM SECSTATE WASHDC

TO AMEMBASSY HELSINKI NIACT IMMEDIATE

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E.O. 11652: GDS

TAGS: OVIP (FORD, GERALD)

SUBJECT: PRESIDENTIAL TRAVEL - PREADVANCE TEAM

1. PREADVANCE TEAM TO DEPART ANDREWS AFB WASHINGTON ON
16 JULY 1975 AT 1400 EDT. SCHEDULED TO ARRIVE HELSINKI ON
17 JULY 1975 AT 0600 (LOCAL TIME) ABOARD VC 137 (TAIL NO.
26971). FUEL STOP AT MILDENHALL AFB ON 17 JULY AT 0144
(LOCAL TIME).

2. TEAM TO BE HEADED BY MR. BYRON "RED" CAVANEY, DIRECTOR
OF THE ADVANCE OFFICE. THE MANIFEST IS AS FOLLOWS:

1. RED CAVANEY - DIRECTOR OF THE ADVANCE OFFICE
2. CAPTAIN LELAND S. KOLLMORGEN (USN) - MILITARY ASSISTANT
TO THE PRESIDENT
3. WARREN RUSTAND - DIRECTOR OF THE SCHEDULING OFFICE
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4. RAY HUNT - DEPUTY ASSISTANT SECRETARY OF STATE FOR
OPERATIONS
5. FRANK URSOMARSO - WHITE HOUSE ADVANCE REPRESENTATIVE
6. RICHARD KEISER - SPECIAL AGENT IN CHARGE, PRESIDENTIAL

PROTECTIVE DIVISION, USSS

7. BRIGADIER GENERAL LARRY ADAMS (USA) - COMMANDING OFFICER,
WHITE HOUSE COMMUNICATIONS AGENCY

8. ROBERT GATES - STAFF MEMBER, NATIONAL SECURITY COUNCIL
9. ERIC ROSENBERGER - WHITE HOUSE PRESS OFFICE
10. MILTON FRIEDMAN - WHITE HOUSE SPEECHWRITER
11. JERRY BALL - SECRET SERVICE AGENT IN CHARGE OF SECURITY
12. RON THOMSEN - WHITE HOUSE COMMUNICATIONS AGENCY
13. HARVEY BUFFALO - STATE DEPARTMENT REPRESENTATIVE
14. ROBERT MEAD - WHITE HOUSE TELEVISION COORDINATOR
15. DR. JOHN MAHONEY - WHITE HOUSE PHYSICIAN
16. RONALD JACKSON - WHITE HOUSE FOOD COORDINATOR
17. MAJOR HAROLD REYNOLDS - AIR FORCE ONE REPRESENTATIVE
18. ROBERT MANNING - WHITE HOUSE TRANSPORTATION OFFICE
19. BARBARA BESEDNIK - WHITE HOUSE SOCIAL OFFICE
20. PATTI MATSON - WHITE HOUSE PRESS OFFICE (MRS. FORD)
21. JEANNE QUINLAN - WHITE HOUSE SECRETARY
22. MARYLOU SHEILS - STATE DEPARTMENT PROTOCOL OFFICE
23. HERB OLDENBERG - MILITARY ASSISTANT'S OFFICE
24. DON MURRAY - MILITARY ASSISTANT'S OFFICE
25. PETER SORUM - WHITE HOUSE ADVANCE OFFICE
26. MARY FISHER - WHITE HOUSE ADVANCE OFFICE
27. BOB GALLAGHER - WHITE HOUSE ADVANCE OFFICE
28. JIM REMINGTON - WHITE HOUSE ADVANCE OFFICE
29. JOHN GILDEA - WHITE HOUSE ADVANCE REPRESENTATIVE
30. HOMER LUTHER - WHITE HOUSE ADVANCE REPRESENTATIVE
31. ROBERT COUGHEY - UNITED STATES SECRET SERVICE
32. ROBERT HORAN - UNITED STATES SECRET SERVICE
33. KEN PAKULA - WHITE HOUSE COMMUNICATIONS AGENCY
34. CHUCK JOHNSTON - WHITE HOUSE COMMUNICATIONS AGENCY
35. JIM WALSH - STATE DEPARTMENT REPRESENTATIVE
36. JOHN THOMPSON - STATE DEPARTMENT REPRESENTATIVE
37. JOHN BAY - UNITED STATES SECRET SERVICE
38. JOY CHILES - WHITE HOUSE PRESS OFFICE SECRETARY
39. PAUL BENSON - AT&T
40. ED GRUNBERG - RCA

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41. FRANK JORDAN - NBC POOL COORDINATOR

3. TOTAL 41 PLUS CREW. SINGLE ROOMS PREFERRED FOR FIRST
10 INCLUSIVE LISTED ABOVE PLUS PRESS. BALANCE OF PARTY
CAN BE DOUBLED. FURTHER HOTEL REQUIREMENTS FOR ADVANCE,
TO ARRIVE LATER IN MONTH, AND ACTUAL VISIT WILL BE RE-
VIEWED BY PREADVANCE.

4. TRANSPORTATION REQUIREMENTS DURING THE STOP: PLEASE
MAKE AVAILABLE THREE CARS FOR PRINCIPALS OF PREADVANCE
PARTY, CARS TO BE ASSIGNED UPON ARRIVAL. ALL OTHER MEMBERS
OF PREADVANCE TEAM CAN BE ACCOMMODATED AS BEST SUITS THE
POST, EITHER CARS OR BUSES.

5. THE AIR FORCE WILL CONTACT THE DEFENSE ATTACHE REGARDING BILLETING AND TRANSPORTATION FOR AIR CREW IN ADDITION

TO THE NORMAL REQUEST FOR OVERFLIGHT CLEARANCES AND SERVICE FOR SPECIAL AIRCRAFT INCLUDING:

- A. BOARDING STAIRS FOR BOEING 707
- B. TYPE A-1 JET FUEL
- C. MD-3 POWER CART OR EQUIVALENT

FYI: CREW WILL REQUIRE EIGHT DOUBLES AND ONE SINGLES.

6. BAGGAGE: MR. HERBERT OLDENBERG WILL BE RESPONSIBLE FOR BAGGAGE. PLEASE ASSIGN EMBOFF TO MEET AND ASSIST. WILL REQUIRE A 1 1/2 TON TRUCK WITH HANG UP BAR. ALSO, IF POSSIBLE, PLEASE PROVIDE IN ADVANCE ROOM NUMBERS ASSIGNED PARTY SO THAT BAGGAGE CAN BE MARKED PRIOR TO ARRIVAL.

7. PREADVANCE PARTY MEMBER DO NOT HAVE VISAS. REQUEST HOST COUNTRY WAIVE VISA REQUIREMENTS FOR ALL MEMBERS OF PREADVANCE PARTY. ALL PASSPORTS WILL BE CARRIED BY RAY HUNT.

8. THE LEADERS OF THE PREADVANCE TEAM WOULD LIKE TO HAVE A BRIEF PRIVATE MEETING WITH PRINCIPAL OFFICER AND DCM IMMEDIATELY AFTER ARRIVAL FOR THE PURPOSE CONFIDENTIAL

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OF BRIEFING THE AMBASSADOR ON THE MISSION AND GOALS OF THE PREADVANCE AND TO ANSWER ANY QUESTIONS WHICH THE POST MAY HAVE.

9. IMMEDIATELY FOLLOWING THIS DISCUSSION, THE PREADVANCE TEAM WOULD LIKE TO MEET WITH DESIGNATED MISSION COUNTERPARTS. THE MEETING SHOULD BE KEPT FAIRLY SMALL WITH PERHAPS ONE OR MORE PERSONS FROM EACH OF THE FOLLOWING MISSION AREAS IN ATTENDANCE: PRESS, COMMUNICATIONS, SECURITY, PROTOCOL, MEDICAL AND LOGISTICS/ADMIN.

10. FOLLOWING THIS GENERAL MEETING THE PREADVANCE TEAM MEMBERS WOULD LIKE TO BREAK INTO COUNTERPART GROUPS TO DISCUSS SPECIFIC REQUIREMENTS AND TO BE BRIEFED ON LOCAL SITUATION REGARDING THEIR SPECIALITIES BY MISSION OFFICERS.

11. FOLLOWING THE ABOVE STEPS, THE PREADVANCE TEAM WOULD LIKE TO MEET WITH HOST GOVERNMENT AND CONFERENCE OFFICIALS. WE BELIEVE IT BEST TO MEET FIRST WITH OFFICIALS WHO HAVE OVERALL RESPONSIBILITY FOR PRESIDENT'S VISIT AND FOR SUMMIT CONFERENCE ARRANGEMENTS. AFTER THIS SESSION, IT WOULD BE DESIRABLE FOR THE TEAM AND MISSION COUNTERPARTS

TO MEET WITH THEIR HOST GOVERNMENT AND CONFERENCE COUNTER-PARTS, AT THE WORKING LEVEL, AS A GROUP.

12. THE MEETINGS WITH HOST GOVERNMENT AND CONFERENCE OFFICIALS SHOULD NOT BE FIRMED UP UNTIL AFTER ARRIVAL OF PREADVANCE TEAM.

13. WHEN ABOVE SESSIONS HAVE BEEN COMPLETED, MEMBERS OF PREADVANCE TEAM WOULD LIKE TO TOUR ALL SITES INCLUDING MEETING SITES WHICH MIGHT INVOLVE THE PRESIDENT AS WELL AS POINTS OF INTEREST MRS. FORD MIGHT VISIT IF SHE PARTICIPATES.

14. THE TEAM WOULD ALSO APPRECIATE RECEIVING UPON ARRIVAL MAPS OF THE CITY WITH PLACES PERTINENT TO THE VISIT CLEARLY MARKED, BIOGRAPHIC SKETCHES WITH PHOTOGRAPHS, IF AVAILABLE, OF HOST COUNTRY COUNTERPARTS AND OTHER INFORMATION GENERALLY CONTAINED IN A TYPICAL "WELCOME KIT". WE PARTICULARLY WOULD APPRECIATE A DO'S AND DON'TS LIST.
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15. CONTROL ROOM: PLEASE ESTABLISH A CONTROL ROOM AT THE HOTEL IN VICINITY OF PREADVANCE TEAM. WE WILL REQUIRE MARINE SECURITY GUARD OR CLEARED EMBASSY EMPLOYEE TO PROVIDE PROTECTIVE COVERAGE CLASSIFIED MATERIAL DURING ENTIRE STOP. ACCOMMODATION EXCHANGE, TYPICAL WELCOME KIT INFORMATION, A SMALL SUPPLY OF SUNDRIES, AND TRANSFORMERS (IF NEEDED), ETC. WOULD BE HELPFUL. ALSO TYPE-WRITERS, OFFICE SUPPLIES AND SECRETARIAL STAFFING SHOULD BE PROVIDED AND AVAILABLE INTO THE EVENING. IF FEASIBLE, PLEASE PROVIDE A SMALL XEROX MACHINE.

16. IT WOULD BE OF ASSISTANCE FOR TEAM TO HAVE FLOOR PLANS OF HOTELS OR OTHER PLACES PRESIDENTIAL PARTY MIGHT BE ACCOMMODATED FOR REVIEW DURING THE PREADVANCE. ALSO PLANS OF POSSIBLE SITES AS WELL AS HISTORICAL AND COLOR BACKGROUND ON THE SITES FOR BACKGROUND BOOKS.

17. ALL MESSAGES CONCERNING SCHEDULE OR OTHER ADMINISTRATIVE MATTERS SHOULD BE ADDRESSED TO DEPARTMENT SLUGGED FOR A/O; TO THE WHITE HOUSE FOR ADVANCE OFFICE AND NORMAL EUROPEAN TRIP DISTRIBUTION; AND TO APPROPRIATE ENROUTE POSTS, SLUGGED FOR ADVANCE TEAM, WITH INFO TO OTHER STOPS. 15 COPIES OF ALL VISIT RELATED TRAFFIC SHOULD BE AVAILABLE TO PREADVANCE ON ARRIVAL IN THE CONTROL ROOM.

18. FUNDING: THE STATE REPRESENTATIVE WILL PROVIDE INSTRUCTIONS REGARDING ALL FUNDING TO ADMINISTRATIVE OFFICER AFTER ARRIVAL.

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